



Los Angeles Community Garden Council



Plot Application
SOUTH PASADENA COMMUNITY GARDEN
1028 Magnolia Street, South Pasadena, CA 91030

- ☐ I would like to apply to lease a garden plot at the South Pasadena Community Garden for 12 months (with option to renew).
- ☐ I have read, understand, and agree to abide by the South Pasadena Community Garden Rules.
- ☐ I understand that the plot dues are \$70 per year, payable in May of each year. Checks are payable to "Los Angeles Community Garden Council." This rate will be assessed after 12 months to ensure that it covers the water bill and basic garden maintenance.
- ☐ By signing this form, I understand that I am releasing Los Angeles Community Garden Council, Los Angeles Conservation Corps, the volunteer garden leadership team, and the owners of the land from any liability, damage, loss or claim that occurs in connection with the use of the garden by me or any of my guests.

Name

Address

Zip

Phone

Email

Signature _____

Date _____

How many people live in your household? Adults _____ Children _____

Do you require an ADA plot? ☐ Yes ☐ No *Doctor's note will be required

Please note:

- The South Pasadena Community Garden has 39 plots available for lease.
- Plots are assigned based on the date and time of receipt of the plot application.
- Only one plot will be assigned per household.
- Preference for assignment of plots will be given to the following groups: (1) South Pasadena residents residing within 500 feet of the Garden; (2) South Pasadena residents; (3) All others, with up to 30% of plots to be assigned to those in Group (1).
- Applications will be received by the Garden Treasurer by mail. Plots will be assigned if there is a current plot available, otherwise placed on a waiting list and notified by email when a plot becomes available.
- A non-refundable application fee of \$35 must accompany the application for new gardeners. Payment can be made by check payable to "Los Angeles Community Garden Council" or by cash. The fee will be applied toward the plot fee in the event that you are assigned a plot. In the event there is a waiting list, the application fee will hold your place.
- If all plots have been assigned before your application is received, you will be placed on a waiting list.

Checklist:

- ☐ Signed Application
- ☐ \$35 deposit
- ☐ Mailed to 1028 Magnolia St, South Pasadena, CA 91030

We look forward to gardening with you!

South Pasadena Community Garden Rules

updated January 2020

Thank you for your interest in joining the South Pasadena Community Garden! The South Pasadena Community Garden consists of 39 plots that are available for leasing by households, communal and educational plots, shared fruit trees, and native plants. Because the garden is a shared space, it is important that everyone agrees to the rules for how to maintain the garden and its shared areas as well as cultivate positive relationships between community members. Gardening here is a privilege; each gardener is expected to respect the land, fellow gardeners, and neighbors. These garden rules will be reviewed every 12 months to ensure that they reflect the specific needs of the garden.

Garden Hours, Maintenance, and Tools

1. Gardeners may access the garden from dawn to dusk year-round. Gardeners are responsible for locking the gate behind them. Keys and combinations are strictly for personal use and must not be shared with others.
2. Gardeners must plant their plot within 15 days of the plot being assigned. They must garden year-round.
3. If gardeners are unable to tend the plot due to illness, traveling, or any other long-term absence, they must arrange for someone else to tend the plot and notify the Garden Leadership Team by emailing spascommunitygarden@gmail.com. The substitute gardener will need to sign a waiver.
4. Gardeners must keep their plot, paths, and surrounding areas around their plot clean and free of trash, weeds, and debris. Structures such as greenhouses are not allowed in plots; plant support structures must not be higher than 4 feet to avoid shading other plots. Furniture (such as chairs, umbrellas, and benches) is not allowed in plots. Gardeners must keep the plot free of weeds, pests, and diseases. Because of the communal nature of a community garden, this is necessary to control against invasions of the whole garden.
5. Plot boundaries are clearly defined and plants should remain within the boundaries of each plot. Gardeners may not plant trees or invasive/difficult to remove plants such as mint. Individuals' plants are to be planted only in raised bed areas.
6. Gardeners may only take as much produce, such as artichokes and figs, from the communal areas that they can carry with their own two hands. They may not use a bag or other container when harvesting produce from communal areas.
7. The auxiliary bed will become available at least a couple of times a year for gardeners to augment their plot by growing seasonally appropriate items like squash in the summer and peas in the winter. Gardeners can sign up for a one plot which can be shared with another gardener. Please do your best to keep your plants within the marked area of your space and be respectful to the surrounding plants. You also assume the risk that your plot may be covered by neighboring plants, as the purpose of the auxiliary bed is to facilitate the growth of plants that tend to sprawl.
8. Gardeners must not apply any pesticides, insecticides, or herbicides in the garden without approval from the Garden Leadership team. Organic gardening promotes the health of our produce, soil, and fellow gardeners.
9. Gardeners will not cultivate any plants that are illegal.
10. Gardeners are responsible for taking any trash, recyclables, and green waste that belong to them out of the garden immediately.

11. Tools must be returned to their proper location after use to keep the garden and toolsheds in a neat condition. Gardeners are responsible for locking the toolsheds. If a tool is missing, damaged or broken, inform a member of the Garden Leadership Team immediately. Gardeners may be held responsible for damaged or broken items or equipment.
12. Please conserve water and use a trigger-operated nozzle on the hose as required by California law. Notify the Garden Leadership Team of any leaks. Maintain your raised bed to conserve water. To conserve water, please carefully assess your plot's need for water and do not overwater.
13. To protect hoses, please leave them stretched out along the aisles and do not coil them.
14. Gardeners are required to contribute a minimum of two volunteer hours each month to maintain the communal areas of the garden. Attending the monthly Community Day qualifies as such (see below for more information).

Garden Leadership Team, Plot Assignments and Gardener Meetings

15. The volunteer Garden Leadership Team may consist of up to seven positions: Chair, Vice-Chair or Co-Chair, Treasurer, Secretary, Outreach, and Garden Managers. These positions are held for a two-year term and then nominations will be accepted in November and elections held in October to elect new leaders. The new team will work with the outgoing members in March and April, and their terms will begin on May 1. There are no term limits and members can self-nominate themselves for re-election. Besides providing leadership and management of the Garden, the Leadership Team is responsible for liaising with the Los Angeles Community Garden Council and appointing committees, as needed.
16. Members of the Garden Leadership Team who resign or are asked to step down mid-term must give up their plot during the next plot change (typically May 1 of each year).
17. Plots are assigned based on the date and time of receipt of the plot application. Only one plot will be assigned per household. Preference for assignment of plots will be given to the following groups: (1) South Pasadena residents residing within 500 feet of the Garden; (2) South Pasadena residents; (3) All others, with up to 30% of plots to be assigned to those in Group (1).
18. An application fee of \$35 must accompany the application for new gardeners. Payment can be made by check payable to "LA Community Garden Council" or by cash. A receipt will be issued for all cash payments. The fee will be applied toward the plot fee in the event that you are assigned a plot. In the event there is a waitlist, the application fee will hold your place.
19. The plot fee is \$70 per year, due in full upon assignment to a garden plot and execution of the Gardener's Agreement. The plot fee will be reassessed annually to ensure that it covers the cost of the water bills and basic garden maintenance. Each year thereafter, the dues are due by April 30th for the new term starting May 1. If your dues are not received within 30 days, your plot may be reassigned to an applicant on the wait list.
20. Once a plot has been assigned, you will be provided with a one-hour Orientation at the Garden with the Garden Manager. At this point you will receive the information needed to access the garden (combinations, locks, etc.) Please do not share this information with anyone who is not a registered gardener at the South Pasadena Community Garden. The orientation is required.
21. Plots are assigned for two-years or up to the period closest to the May 1st renewal date for all gardeners. Renewal is not automatic and is granted to those in good standing. After the initial two-year term, the leadership team will assign plots from a blank slate. All leadership team members must be active gardeners so they will be given plots first, and then priority

will be given to gardeners on the wait list, and any former gardeners who are wishing to return will be put into a lottery for the remaining plots.

22. Fees will not be refunded.
23. If all plots have been assigned, an applicant will be placed on a waitlist. The Garden Leadership Team will maintain this waitlist.
24. Gardeners are encouraged to attend the monthly Community Day, which is typically on the first Saturday and Sunday of each month at 9am. The date and time may vary depending on holidays and other factors. The Community Day will typically consist of a meeting for all gardeners, including announcements and sharing of gardening tips and resources. Other Community Day activities may include gardening workshops, social activities, and tasks and projects to improve the operations and infrastructure of the overall garden. By attending, gardeners earn the two hours that are needed to fulfill the monthly service expectation.
25. If a gardener cannot attend, they can send someone in their place or fulfill the missed hours on another day in the same month. In the latter case, the gardener must fill out the volunteer sign-in sheet located in the communications shed or send an email to spascommunitygarden@gmail.com indicating the days in which the work was fulfilled and the task performed. An alternative is the gardener can pay a fee of \$15/hour for each Community Day hour that is missed (total of \$30 for each Community Day).

Mutual Respect

26. Gardeners must not take food, plants or materials from other gardeners' plots.
27. Gardeners must not water, weed or cultivate other gardeners' plots without express permission from that plot's main gardener.
28. Gardeners must not use abusive or profane language or discriminate against others for any reason, including but not limited to: age, race, religion, national origin, gender, sex, sexual orientation, political affiliation or ability.
29. Gardeners' guests and visitors may enter the garden only if accompanied by the main gardener. Guests and visitors must follow all rules, terms, and conditions stated here.
30. All children under 18 years must be supervised by a responsible adult.
31. Alcohol, tobacco, and illegal drugs are prohibited in the garden. Anyone found to be under the influence of alcohol or illegal drugs will forfeit their gardening rights.
32. Possession of dangerous chemicals, harmful substances, and firearms is prohibited at all times.
33. Pets are not allowed in the garden.
34. Community events may be held in the garden only with the permission of the Garden Leadership Team.
35. Headphones must be used if playing music in the garden, except for at a community event with the permission of the Garden Leadership Team.
36. Gardeners may not collect money or organize raffles without the permission of the Garden Leadership Team.

Safety

37. Please report any accidents or vandalism promptly to a member of the Garden Leadership Team.
38. In case of fire or other emergency please call 911.

39. For city services call Sheila Pautsch, Community Services Director, 626-403-7362, spautsch@southpasadenaCA.gov or Public Works at 626-403-7373.

Consequences for Violating the Garden Rules

40. Gardeners may be asked to leave the garden for:
- a. Violating the stated rules
 - b. Neglecting to maintain their plot. The chair or co-chair may contact you if your plot appears neglected and you have two weeks to address the issue at hand. If the issue is not remedied, your plot will be reassigned.
 - c. Harassment, discrimination, physical or verbal abuse of any party affiliated with the garden
41. Removal from the garden will follow:
- a. For the first incident, a documented verbal warning made in a one-on-one meeting
 - b. For the second incident, a written warning
 - c. In the event of a third incident, a gardener will be asked to leave the garden
42. Upon dismissal, dues will not be returned. You may take plants from the plot and the plot is to be left in good condition.